



City of Seat Pleasant

Office of the City Council

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name: Council Clerk

Date of Report: October 1, 2018 Reporting Period: August 1-August 31, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Communicated with Ms. Kittrell to reserve Activity Center for September Ward Meeting
- Communicate with Public Works for set up of September Ward 5 Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward V
- Attend Ward V Meeting for the month of June
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of August
- Contact vendors for September Ward meeting
- Confirm speakers for September Ward meeting
- Update Ward Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Attend big belly meeting with Councilwoman Sistrunk
- Met w/ Councilwoman Sistrunk for updates for year events
- Assist Public engagement department with registration and logistics for museum of the bible
- Attend the museum of the bible outing with Mayor, staff and residents
- Attend financial seminar hosted by Economic Development
- Set an appointment between Councilwoman Sistrunk and Mayor Grant
- Register Council Clerk for Administrative professional conference
- Assist Public engagement assistant in NetSuite
- Met with Councilmember Porter for assignments
- Met with Councilmember McCarthy for assignments for schools
- Follow-up with hotels for NLC conference

